

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDS&T's Request for Approval to Acquire Office Space

EXTENSION

NO. DDA 83-1026/2

Acting Deputy Director for Administration

DATE 17 May 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Registry

1. I recommend approval to lease this space with certain caveats.

2.

2. As noted in the DDS&T's

3. Deputy Director of Central Intelligence

memorandum, there is only [] square feet involved. The proposed use of this space is by the CI/OPS Branch. CSO, which is presently in [] and represents about [] people including 5 translators/transcribers. The latter, while having TOP SECRET and SCI clearances, do not have total Agency or staff tickets and are therefore sequestered from the rest of the Branch and office as much as possible. OSO is predicting a T.O. of about [] by September. To squeeze this many people in [] square feet is, to say the least, "sardine like."

4.

5.

DDA

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7.

DDS&T

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9.

3. Notwithstanding, the proposed lease is only for one year and the modifications are being held to approximately []. It is only on this basis that I would recommend proceeding. Approval should be limited to rental for one year at approximately [] and special modifications for vaults and communications to [] with amounts exceeding these figures being submitted for additional approval. Hopefully in the interim we will be able to lease an additional block of space to accommodate the total FY-84 Headquarters personnel increase as opposed to making multiple small and costly leases as proposed here.

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